

Scope of Services
Automated License Plate Reader (ALPR) Grant Program
February 2011 through June 30, 2011

The contractor will complete all deliverables in accordance with the application for grant funding issued by the Executive Office of Public Safety and Security (EOPSS), Highway Safety Division (HSD), the proposal with any amendments, budget and timeline submitted to the HSD.

Contract Requirements are as listed in the Application for Grant Funding and the following:

- Inventory of all equipment purchased under this grant must be maintained throughout the useful life as part of an official control system following state and federal regulations.
- To obtain reimbursements for equipment and/or materials, paid invoice(s), and a copy of any packing slip(s) must accompany the signed Expenditure Report. Purchase orders will not be accepted as supporting documentation for reimbursement. No equipment ordered or purchased prior to the effective date of the signed contract by EOPSS and the department will be reimbursed.
- Signatory on reports must certify that report and expenses for which payment is requested are true, correct and complete in accordance with the federal and state regulations and that all equipment and/or materials were received in good working order.
- Departments that procure ALPR systems under this grant program agree to electronically submit captured license plate data to the state repository maintained by the Criminal Justice Information Services (CJIS) Division at the Commonwealth's Public Safety Data Center. Captured license plate data will be made available to local, state and national law enforcement as needed to support official law enforcement operations. Guidelines for submission and retrieval of license plate data will be made available to all participating departments at the time of installation and connection of the ALPR systems.
- This is a cost reimbursement contract.
- No department may make purchases until a contract has been signed by the department and EOPSS-HSD and notification has been issued. **No costs incurred before a department receives written notification will be reimbursed.** There can be no exceptions.
- Once departments receive written EOPSS/HSD Authorization to Proceed, all approved equipment and materials must be received no later than June 30, 2011.
- Supplanting of funds is prohibited. Funds for program and services provided through this grant are intended to supplement other state or federal funding sources.
- No changes may be made in the approved budget without a written request from the contractor and written approval from the EOPSS-HSD.
- All public communications and/or news releases by the contractor concerning grant activity shall indicate that the grant is funded by the EOPSS and must be approved by EOPSS prior to release. Prior approval is not needed if using the sample press release

provided by EOPSS-HSD. A copy of the release and any press must be sent or emailed to EOPSS-HSD.

- Contractor must submit reimbursements based on monthly expenditure reports, **activity** reports, and in-kind match to the EOPSS/HSD Program Coordinator by the 15th business day of each month for the prior month's activity.
- Failure to meet submission of reports in a timely manner and/or lack of activity may result in non-reimbursement, suspension or termination of contract.
- The use of ALPR systems shall be for official law enforcement operations only.
- Departments will participate in press events, trainings, meetings, as necessary.
- No funds will be provided for indirect costs associated with the grants.
- Contactor will issue final report. The HSD will provide technical assistance with this task. The final report of results and the findings derived from them must be submitted to the HSD Program Coordinator no later than July 30, 2011.
- Departments must enforce a written safety belt policy.
- In order to enhance accessibility to programming for those with special needs, the following ADA guidelines must be followed:
 - **Event Advertising:** To obtain auxiliary aids, services, or accessibility information for this event, contact ADA Coordinator, *your full contact information*.
 - **Web Pages:** All web pages must have an embedded *contact us* link with full contact information for the ADA Coordinator.

Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants and Research
Highway Safety Division
10 Park Plaza, Suite 3720
Boston, MA 02116
Tel: 617.725.3341

Application for Grant Funds (AGF)
FFY 2011 Automated License Plate Reader Grant Program
Deadline for Applications: Noon, November 29, 2010

All sections must be completed to be eligible.

Name and Complete Address of Department or Municipality TAUNTON POLICE DEPARTMENT 23 SUMMER ST TAUNTON, MA 02780			
Chief's Last Name WALSH	First EDWARD	Middle Initial J	
E-Mail Address chief@tauntonpd.com	Telephone 508-821-1471	Fax 508-828-9315	
Grant Contact Last Name MEDAS	First Name KEVIN	Middle Initial F.	Title Sergeant, Grants Program Mgr.
E-Mail Address kmedas@tauntonpd.com	Telephone 508-821-1471 ext.122	Fax 508-828-9315	
Applicant Profile			
Does your department currently have any ALPR units in use? If so, how many?		YES 1	
Number of full-time officers		104	
Number of part-time officers		0	
What is the population of your community according to the 2009 census?		55,778	
How large is your community (square miles)?		48.0 sq. miles	

Problem Identification

Category	2007	2008	2009
Number of unlicensed motorist citations	77	70	77
Number of uninsured motorist citations	41	41	43
Number of operating with a suspended license citations	139	133	100
Number of operating with a suspended license arrests	66	66	41
Number of stolen vehicles reports	192	157	134
Number of stolen vehicle arrests	9	6	8

Proposed Programming

Experience Provide a summary of previous experience your department has with highway safety initiatives (Click It or Ticket, Massachusetts Law Enforcement Challenge, crash reporting, etc.).

The Taunton Police Department has been involved with EOPSS Highway Safety and its grant initiatives since 1996 during the first OUI patrols. We maintained our partnership through the years in participating in the various enforcement campaigns such as; Click It or Ticket from 2002-2010; aggressive driving enforcements; Drunk Driving Over the Limit under Arrest; in educating the public about TOPS (Traffic Occupant Protection Strategies) in the school system as part of the Equipment Grants, Bicycle safety (sharing the roads) during Bike Rodeos and helmet give-away. In September we completed our first Child Passenger Safety grant program and hosted our first Child Safety Seat event in August. Through the partnership between EOPSS HSD and the TPD we now have four officers trained as CSS technicians. During the paper submission years, Taunton PD has contributed to the Massachusetts crash reporting and just recently began an electronic submission of these reports.

Timeline Provide your projected timeline for unit purchase, training, and implementation (January 2011-June 30, 2011).

We anticipate a 2 - 4 week purchase-installation timeframe.

JANUARY 2011

1/14/2011 Purchase ALPR equipment

1/31/2011 Installation into cruiser

January-February Training: The TPD has several officers trained in the use of the Federal Signal ALPR currently in use. The TPD provides on-going training as officers request to be trained.

FEBRUARY 2011

2/21/2011 Full Implementation of the ALPR

Project Activities Describe your proposed deployment use (how many hours per day, per week, etc.).

The new ALPR unit will be installed into a sector cruiser that is manned 24 hours a day, 7 days a week. The current ALPR is in an older spare cruiser that is used for training and the Traffic Division. The Traffic Division officer works 5 days a week, normally 8am-5pm, with an additional officer working a few nights a week 5pm-1am. This additional ALPR will be in full use every day, and every shift.

The deployment into a sector cruiser will allow for the patrol officers to constantly monitor the work of the LPR computer. In a three hour study particularly for this grant, one officer with only a computer terminal boasts about 30 plate entries an hour checking their statuses and owner of record license. An ALPR can scan 500 or more per hour sending the information to the background server at headquarters.

During implementation, we estimate that the sector cruiser (between calls for service) will be able to go to large area parking lots looking for unregistered, uninsured, and suspended registration vehicles. In Taunton this is an upscale mall that has over 5000 parking spaces, there are three high-schools with student and faculty lots, there are two industrial parks, several shopping plazas and public housing complexes. The sector cruiser would be able to patrol these areas about 2-3 hours per day-per shift or 6-9 hours per day. Approximately 63hrs per week, the single ALPR cruiser will scan about 31500 vehicle plates weekly.

Capabilities- Describe your department's technical capabilities to implement this program.

The TPD is already set up with the BOSS background server at headquarters, and the necessary Back Office System Software needed for capturing the ALPR data from the sector cruiser. This system/software can manage users and data from both mobile and fixed Automated License Plate Recognition (ALPR) deployments. It provides a central repository for all captured license plate data as well as the tools to support data analysis, data queries and reporting as required by the ALPR grant. This system is designed to organize and archive data collected from multiple mobile and fixed site ALPR deployments.

The TPD has staff trained in training department personnel, and the sector cruiser is already equipped with a new computer terminal. These technical advances in the department give us a head start for a quick 45-day program implementation from the purchase date.

Goals Identify specific, measurable, attainable, realistic and time-bound goals and objectives for this program (i.e. increase uninsured motorist violations by 20% over 2009 levels by August 2011).

We have 5 goals we want to attain in the coming 8 months beginning January 2011.

1. To purchase, install and implement a 24-7 LPR program to begin February.
Using data from our Feb-July 2009 citation archive,
we want to accomplish the following:
2. increase citations and remove unregistered vehicles from the streets by 25%
3. increase citations and remove uninsured vehicles from the streets by 25%
4. cause unregistered/uninsured vehicles to become street legal by 15%
5. locate stolen vehicles within our city's boundaries by 20%

Evaluation

Our Goals evaluation involves the following data/measurables:

- 17 Cited Unreg/Uninsured motorists from February 2009-August 2009**
- 31 Cited Unlicensed motorists from February 2009-August 2009**
- 106 Cited Suspended motorists from February 2009-August 2009**
- 88 Stolen MV reports while from February 2009-August 2009**
However there were only 41 Stolen MV recoveries during that period.

Additional Information-

Taunton is the second largest city in Massachusetts in area. It is centrally located in southeastern Massachusetts, the hub with major thoroughfares that connect other big cities such as: Fall River, New Bedford, Providence RI, Brockton, Attleboro and Cape Cod via I495. In addition to the commuters coming into this city for employment, it is without question that the 4 routes (rte 24, rte 138, rte 140, and rte I-495) make Taunton the common access to and from work for the outlying communities.

Our current ALPR system recently went online in the summer of 2010. It is currently being used by the Traffic Division and sometimes by the other trained uniformed officers in the department once or twice weekly as well as the Detective Division. In a recent homicide, the ALPR vehicle was positioned at the funeral home during the victims wake services. As part of the investigation, all plates captured are considered valuable to the investigation. As trained officers we know that the perpetrator(s) usually return to the scene of the crime. Therefore, the ALPR system is a unique police tool that will be helpful in future crimes such as robbery, arson, and domestic violence investigations. One ALPR is not sufficient to cover the vast area of the 48.0 square miles in Taunton.

BUDGET TEMPLATE

January 2011 - June 30, 2011- also provide specification sheet from your chosen vendor

Equipment	Cost/Rate	Total
PIPS three camera system	\$17432.00	\$17432.00
Enhanced mapping capability	\$755.20	\$755.20
Total		\$18187.20

Total funding requested \$ 18,187.20

Please Note:

If your department does not have an officer safety belt policy, 50% of your total grant award will be deducted. If your department falls into this category, please provide a statement agreeing that the balance will be paid by your department or that no funds will be awarded.

Grant recipients are required to provide an in-kind (soft) match which represents 20% of the total project cost. For example if you receive \$5,000, your 20% match would be calculated as follows: \$5,000 divided by 80% = \$6,250 X 20% = \$1,250.

FEDERAL IN-KIND MATCH REQUIREMENTS - REQUIRED

Item/Service	Quantity	Cost	Total
Warranty	3 year	4607.00	4607.00
Dedicated ALPR Officer Time	240 hours (10hrs per wk x24 wks)	9600.00 (Avg. rate \$40/hr)	9600.00

Department's plan to pay for additional maintenance and warranty costs:

The Taunton Police Dept. will pay for the 3 year warranty period using local funds.

For EOPSS/HSD Use:

Revised Total Request:

\$ _____

Applications due on or before November 29, 2010 at noon to:

Dan DeMille, Program Coordinator
Executive Office of Public Safety and Security
Office of Grants and Research
Highway Safety Division
10 Park Plaza, Suite 3720
Boston, MA 02116

CHECK LIST

- ☐ Completed Application (original and 8 copies)
- ☐ Required Signatures
- ☐ Safety belt policy or commitment to establish one by DATE
- ☐ Contract Authorized Signatory Listing

Please note that in the event that your department or municipality is selected for an award, a Standard Contract Form and General Subrecipient Conditions will be provided for your signature at that time.

Before signing below, or obtaining signature, please be sure the entire application is complete.

ASSURANCES

The Taunton Police Department/municipality acknowledges and agrees to comply with all grant contract requirements and performance measures. This municipality or department understands and agrees that a grant received as a result of this application is subject to the regulations governing highway safety projects and grant management requirements and will comply with all State and Federal Guidelines. Funding is based on availability of federal funds. I hereby acknowledge my understanding of the above grant requirements and will comply with the best of my ability:

Edward J. Walsh, Chief of Police

Authorized Representative Name and Title (please print)

Please note that the signatory must be authorized to enter into a contract with the Commonwealth.

Authorized Signature in blue ink

Date signed in blue ink

Deadline: An original application form with attachments, along with three copies, must be received by HSD by **noon on November 29, 2010**. Faxed and electronic responses will **NOT** be accepted.

*It is suggested that departments verify with EOPSS-HSD receipt of application prior to deadline (this is because of recent mail delivery problems). Please email Dan DeMille at Daniel.DeMille@state.ma.us to verify receipt.

COMMONWEALTH OF MASSACHUSETTS - STANDARD CONTRACT FORM



This form, to be used for New Contracts and Contract Amendments/Renewals, is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) for use by all Commonwealth Departments. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors should only complete sections marked with a "→". For Instructions and hyperlinks (italics), please view this form at: www.mass.gov/osc under Guidance For Vendors - Forms or at www.mass.gov/osd under OSD Forms.

→ <u>Contractor Legal Name</u> (and d/b/a): Taunton Police Department		<u>Department MMARS Alpha Code and Name</u> : Executive Office of Public Safety and Security	
→ <u>Legal Address</u> (from W-9): 23 Summer Street Taunton, MA 02780		<u>Business Mailing Address</u> : 10 Park Plaza, Suite 3720, Boston, MA 02116	
→ <u>Payment Remittance Address</u> (from W-9):		<u>Billing Address</u> (if different):	
→ <u>Contract Manager</u> : Edward Walsh		<u>Contract Manager</u> : Paul Garrity	
→ <u>E-Mail Address</u> : chief@tauntonpd.com	→ Phone: 508 821 1471	<u>E-Mail Address</u> : paul.garrity@state.ma.us	Phone: 617-725-3373
→ Fax: 508 828 9315	→ TTY:	Fax: 617-725-0260	TTY:
→ <u>State of Incorporation</u> (if a corporation) or "N/A":		<u>MMARS Doc ID(s)</u> :	
→ <u>Vendor Code</u> :		<u>RFR/Procurement or Other ID Number</u> (if applicable):	
<u>MMARS Object Code</u> :		<u>Account(s) Funding Contract</u> :	

☒ NEW CONTRACT

COMPENSATION (Check only one):

☒ Total Maximum Obligation of this Contract \$ 18,187.20
☐ Rate Contract (Attach details of rate(s) units and any calculations):

The following COMMONWEALTH TERMS AND CONDITIONS for this Contract has been executed and filed with CTR (Check only one):

☒ Commonwealth Terms And Conditions
☐ Commonwealth Terms And Conditions For Human And Social Services

PROCUREMENT OR EXCEPTION TYPE (Check one option only):

☐ Single Department Procurement/Single Department User Contract
☐ Single Department Procurement/Multiple Department User Contract
☐ Multiple Department Procurement/Limited Department User Contract
☐ Statewide Contract (OSD or an OSD-designated Department)
☒ Grant (as defined by 815 CMR 2.00)
☐ Emergency Contract (attach justification)
☐ Contract Employee (Complete Employment Status Form)
☐ Collective Purchase (attach OSD approval)
☐ Legislative/Legal Exemption (attach authorizing language)
☐ Other (Specify and attach documentation)

ANTICIPATED START DATE: February 14, 2011 (Enter the Date Contract Obligations may begin. Review Certification for Effective Date Below prior to entry.)

CONTRACT END DATE: June 30, 2011

☐ CONTRACT AMENDMENT/RENEWAL

ENTER CURRENT CONTRACT START and END DATES (prior to amendment)

Current Start Date: _____, Current End Date: _____

COMPENSATION: (Check Either, "No Compensation Change", "Maximum Obligation" or "Rate change". ATTACH Amended Scope and Budget to support Amendment.)

☐ NO Compensation Change (Skip to "OTHER" section below and select change)
☐ Redistribute Budget Line Items (No Maximum Obligation Change)
☐ Maximum Obligation Change
 a) Current Total Contract Maximum Obligation: \$ _____
 (Total Contract Maximum Obligation, including all prior amendments).
 b) Amendment Amount ("+" or "-"): \$ _____
 c) NEW TOTAL CONTRACT MAXIMUM OBLIGATION: \$ _____
☐ Rate Changes to Rate Contract

OTHER: (Check option, explain under "Brief Description" below, and attach documentation.)

☐ Amend Duration Only (No Compensation or Performance Change)
☐ Amend Scope of Services/Performance Only (no budget impact)
☐ Interim Contract (Temporary Extension to complete new Procurement)
☐ Other: (Describe Details and Attach documentation):

ANTICIPATED START DATE: _____ (Enter the Date Amendment Obligations may begin. Review Certification for Effective Date Below prior to entry.)

NEW CONTRACT END DATE: _____

→ PROMPT PAYMENT DISCOUNTS. Contractor has agreed to the following Prompt Pay Discounts for the listed Payment Issue Dates. See Prompt Payment Discount Policy:

☐ % Within 10 Days ☐ % Within 15 Days ☐ % Within 20 Days ☐ % Within 30 Days OR, Check off the following if:

☒ Contractor either claims hardship, or chooses not to provide PPD, or compensation is not subject to prompt pay discounts (grants, non-commodity or non-service compensation)

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE OR REASON FOR AMENDMENT (Reference to attachments is insufficient): To administer the FFY 2011 Automated License Plate Reader Grant Program under the direction of the Executive Office of Public Safety and Security.

CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, or an earlier Start date listed above, the "Effective Date" of this Contract or Amendment shall be the latest date this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, a later Contract or Amendment Start Date specified above, or the date of any required approvals. By executing this Contract/Amendment, the Contractor makes, under the pains and penalties of perjury, all certifications required under the attached Contractor Certifications, and has provided all required documentation noted with a "→", or shall provide any required documentation upon request, and the Contractor agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein, including the terms of the applicable Commonwealth Terms and Conditions available at www.mass.gov/osc under Guidance For Vendors - Forms or at www.mass.gov/osd under OSD Forms, the terms of the attached Instructions, the Request for Response (RFR), solicitation (if applicable) or other authorization, the Contractor's response to the RFR or solicitation (if applicable), and any additional negotiated performance or budget provisions. The terms of this Contract shall survive its termination for the purpose of resolving any claim, dispute or other Contract action, or for effectuating any negotiated representations and warranties. THE PARTIES HEREBY ALSO CERTIFY THAT (Check one option only):

- ☐ the Contractor has NOT incurred any obligations triggering a payment obligation for dates prior to the Effective Date of this Contract or Amendment; OR
- ☐ any obligations incurred by the Contractor prior to the Effective Date of this Contract or Amendment (for which a payment obligation has been triggered) are intended to be part of this Contract/Amendment and shall be considered a final Settlement and Release of these obligations which are incorporated herein, and upon payment of these obligations, the Contractor forever releases the Commonwealth from any further claims related to these obligations.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR:

→ X: _____ Date: 3/1/11
 (Signature and Date Must Be Handwritten At Time of Signature)

→ Print Name: Edward Walsh

→ Print Title: Chief of Police

AUTHORIZING SIGNATURE FOR THE DEPARTMENT:

X: _____ Date: _____
 (Signature and Date Must Be Handwritten At Time of Signature)

Print Name: Ellen Frank

Print Title: Executive Director, Office of Grants and Research